



Department of Veterans Affairs

**MOTOR VEHICLE TRIP TICKET**

U.S. GOV'T TAG NO.

**PART I - REQUESTING AND APPROVING OFFICES USE ONLY**REQUESTED BY (*Organization or individual*)USER'S NAME (*Print or type*)OFFICIAL PURPOSE (*See note on reverse side of form*)**PLANNED ITINERARY**FROM<sup>1</sup>

TO

EST. DURATION OF STOP

<sup>1</sup> First entry must be the place vehicle is to report.REQUESTED FOR (*Date and time*)RETURN PICK-UP (*Date and time*)REQUESTING OFFICIAL (*Signature*)APPROVED BY (*Signature*)**PART II - DISPATCHER, DRIVER, AND USER**

TRIP OR LOAD RECORD

PASS. OR WT.

SPEEDOMETER READING

FROM -

TO -

TO -

TO -

TO -

TO -

TO -

TO -

TO -

TIME

DATE

SPEEDOMETER READING

IN

IN

IN

OUT

OUT

OUT

TOTAL TIME OF TRIP

TOTAL MILES DRIVEN ON TRIP

HOURS

MINUTES

CERTIFICATION: This motor vehicle has been used for the official purpose stated above. (*See note on reverse side of form.*)

CERTIFICATION: I have reported all services and supplies procured from commercial facilities, performed the preventive maintenance services listed, and reported any accident.

SIGNATURE OF USERS

SIGNATURE OF DRIVER

PART II - DISPATCHER, DRIVER, AND USER (Continued)				
SERVICES AND SUPPLIES PROCURED FROM COMMERCIAL FACILITIES				
ITEM	UNIT	QUANTITY	COST	
			UNIT	TOTAL
PREVENTIVE MAINTENANCE SERVICES (Indicate condition of items listed below by S - satisfactory, or U - unsatisfactory.)				
	FUEL		BRAKES	ENGINE CONTROLS
	CRANKCASE OIL		CLUTCH	FENDERS AND BODY
	WATER		STANDARD FORM 91. OPERATOR'S REPORT OF MOTOR VEHICLE ACCIDENT	TIRES
	LEAKS - GENERAL		WINDSHIELD WIPERS	VEHICLE LOAD
	INSTRUMENTS		GLASS	TOOLS AND EQUIPMENT
	HORN		LIGHTS AND REFLECTORS	
REMARKS (Explain unsatisfactory condition of items marked "U" above; describe any other defects noted while performing "before - operation," "during - operation," and "after - operation" services; and in event of accident, make reference to attached Standard Form 91.)				
NOTE: Any officer or employee of the Government who willfully uses or authorizes the use of any Government-owned passenger motor vehicle . . . for other than official purposes . . . shall be suspended from duty by the head of the department concerned, without compensation, for not less than one month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant.				